

Missouri Independent Living Grant Instructions 2020 CIL Pre-Employment Transition Services Summer Program

As one of the designated state units under the Workforce Innovation and Opportunity Act (WIOA), the Missouri Vocational Rehabilitation Services (MVR) shall provide, or arrange for the provision of, Pre-Employment Transition Services for all students with disabilities in need of such services who are potentially eligible for services under WIOA.

Through an IL grant addendum, CILs can submit a proposal for a Summer Program utilizing any of the WIOA Pre-Employment Transition Services categories indicated below:

1. Job Exploration Counseling
2. Workplace Readiness Training
3. Instruction in Self Advocacy to include peer mentoring

MVR agrees to pay CILs a flat fee per student per hour, at the rate of \$14 per contact hour for Pre-Employment Transition Services. **INCREASE FROM 2019**

MVR arrived at this rate using a 1 to 6 ratio of staff to student. **INCREASE FROM 2019**

- For example, if a class had 6 students, the fee would be \$84 per hour.

The CIL Pre-ETS Summer Program is capped per CIL at a maximum of 3,000 contact hours.

CILs may submit Pre-ETS Grant applications to MVR detailing how they will provide Pre-ETS services to students (aged 16-21) with disabilities currently enrolled in secondary education to meet WIOA required activities under **SEC. 113. PROVISION OF PRE-EMPLOYMENT TRANSITION SERVICES** utilizing the criteria, below.

***CIL Pre-Employment Transition Services Grant Applications are due electronically by 4/3/2020 to:
Elizabeth Smith elizabeth.smith@vr.dese.mo.gov***

CIL proposals will include:

- a description of the planned Pre-ETS Summer Program, specifying implementation of each of the WIOA Pre-Employment Transition Services categories, 1-3 sections.
- an estimated count of students
- the number of hours *for each Pre-ETS Service categories*, 1-3 sections. **NEW**

Change this year: VR IL Staff/VR Staff completes Pre-ETS enrollment for each of your potentially eligible students. VR IL Staff/VR Staff will create an authorization for each potentially eligible student by number of your proposed hours in *each of your 3 Pre-ETS Service categories* for your Pre-ETS Summer program - in advance of your Summer Program start date.

Students will be required to sign in to class or activities each day. The sign-in sheet will include the date and name of the school student attends. An original of each sign-in sheet will be kept on file at the CIL.

A copy of the sign-in sheet will be submitted with the invoice.

CILS will bill for Pre-ETS Services for each student on separate Invoice- based upon number of hours served in each specific Pre-Employment Transition Services category, 1-3 sections.

MVR will provide forms for the sign-in sheet.

Payment will be made to CILS **only** for Pre-ETS Services category contact hours: contact hour includes instruction time. Transportation time to pick students up/drop students off-before and after activities cannot be counted as contact hours.

VR/IL staff will complete on-site monitoring of the participating CILs at the completion of the Summer Program to review the Pre-ETS Summer Program records.

Pre-ETS Service Categories:

Proposals may be for one, two, or all three of the Pre-Employment Transition Services categories. Programming may be developed from such as *Skills to Pay the Bills* curriculum, your existing Independent Living tools, other helpful trainings you have developed over time. Some ideas listed below can assist you to create training to meet the objectives or can be thoughts that could assist you expand your current Pre-ETS programming.

1) Job Exploration Counseling

Provide information on career exploration services for students

Explore options, resources, and issues that influence their ability to achieve their independent living goals and objectives (Identify career pathways)

Develop knowledge of various employment possibilities and types of careers available

Learn about various types of employment, volunteer, and job opportunities

Job shadowing

Task sampling - unpaid

Guest Speakers

Career Fairs

Increased awareness of nontraditional career opportunities

2) Workplace Readiness training to develop social skills & Independent Living

Learn about the different methods of transportation, availability, how to access

Personal safety & emergency planning

Workplace relationships

Leadership development

Soft skills (behavior in the work place, how to greet customers, build social skills, daily living skills)

Resume writing, interview skill building, job application assistance

Understanding workplace expectations

Budgeting & personal finance

Laundry Skills

Recipe development, grocery shopping & cooking skills

Basic computer skills

****We have been notified by RSA that Driver's Education training is NOT an approved Pre-ETS activity. Driver's Education Training will not be a billable service for the 2020 CIL Pre-ETS Summer Program.**

3) Instruction in Self Advocacy that include Peer Mentoring

Explore the history of the Independent Living movement & Americans with Disabilities Act

Learn about their rights as people with disabilities, how to talk about their disability comfortably, how the disability affects them

Discover accommodations available for the workplace and to live independently

Study self-determination and self-disclosure options

Understand consumer control and self-reliance

Learn how to mentor and become a role model for others